

TSW QUICK GUIDE: COMPLETING EXCISE ENTRIES

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INTRODUCTION

This quick guide is designed to help you submit excise declarations in TSW online and replaces the C6 Form.

Prerequisites – Apply to become a TSW User and Declarant

Before you can submit excise declarations in TSW you must apply to be a TSW user and a declarant to submit excise declarations (lodgements), and link to the organisation(s) you are working for. To do this see [TSW Online Guide Registering to use TSW for Excise Declarants](#).

SUBMITTING EXCISE DECLARATIONS

Currently most clients submit their payment with their C6 Excise Return. Lodging your declaration in TSW will show you how much is due, as well as keeping an electronic file.

To submit an excise declaration:

- Using a web browser of **Internet Explorer, Mozilla Firefox or Google Chrome**, log in to TSW – www.tsw.govt.nz (The only internet browsers supported for TSW are Explorer, Firefox and Chrome). If you use any other internet browser you may experience issues.
- In addition to the information you have been supplying in your Form C6, you also need to have ready:
 - Your declarant client code visible on your TSW home page under **My Client Types**
 - Your declarant pin – click  (to right of your client code) and **Manage my PIN** to view
- Select **New Lodgement, Excise Declaration**, and select the **Submitter Code**:



Registrations

- New Registration
- My Registrations
- Search Registrations

Lodgements

- New Lodgement**

Create New Lodgement

Select Lodgement Type

Import Declaration Export Declaration **Excise Declaration**

Inward Cargo Report Cargo Report Export Advance Notice of Arrival

Submitter Code (required)
Start typing or select from dropdown

then click **Continue**

Submitter code = the drop down list is populated based on which organisation(s) you are linked to in TSW, if you are linked to more than one organisation select the licensee you are submitting the lodgement on behalf of. If there is more than one code for the organisation, ensure you select the excise code.

- 5 Complete each page, using the information below to assist (note not all fields are explained – just those that are new or the name of the field is different to the Form C6).

Create Excise Declaration page

Submitter and Declarant fields = auto populated

Broker code = if not using a brokerage this field should be left blank

Senders reference number = client reference on C6, e.g. May17

Method(s) of communication – This is auto populated from your Submitter code. It can be edited if required.

Excise period = entry period

Processing Port = select your local port

Excise Client Code = licensee/owner

Notify Party – leave blank unless you wish to inform another TSW user about the lodgement (in which case you require their client code).

Additional Information – select from the drop down box. Generally this is not required.

Additional Information Remarks – add any additional relevant information, eg. remission details from pre-approved licensee.

Documents – attach any supporting documents, e.g. credit notes

Once you've completed the page click **Continue**

Detail Lines page

Complete the **Goods Description, Excise Item, Statistical Quantity** fields, **Supplementary** fields if required, (see the information tile on the page for guidance) add the **Excise Credit** if required and click **Calculate** – this calculates and displays the relevant charges.

Override Request button – should not be required, unless old excise rates have been used.

Review and Continue – if you need to add a different line click **Save and Add New Detail Line**. If a similar line needs to be added click **Duplicate** and amend the fields as required. If you wish to check other lines click **Return to Detail Line Overview**. If you are finished all detail lines click **Continue**. If you wish to come back to the declaration later click **Save Draft and Exit**.

Save and Add New Detail Line

Duplicate

Return to Detail Line Overview

Delete Draft and Exit

Save Draft and Exit

Continue

Summary page

Errors – you may receive an error, for example if you input an incorrect tariff item, or client code, or use an unacceptable character in a free text field. If you do, you must correct the error before you can proceed.

Review the information you have entered, to go back to a previous page use the navigation chain on the left:



Enter your declarant **PIN** and click **Submit**

Your lodgement will be submitted to Customs for processing.

Once submitted you can view your lodgement by clicking **My Lodgements** in the left hand navigation bar of your homepage:



All lodgements that are Excise Declarations will *always* show a **Status** of **Processing** (except nil returns which will show as **Complete**).

To open a lodgement scroll down to **Submitted Lodgements** and click on the underlined **Sender's Reference Number**. **Note:** The TSW reference number is the same as the CusMod Entry number.

The **Agency Status** for New Zealand Customs Service will show as **Directors Given**. This is because it is awaiting the payment to be paid.

Further down in **Response History** click on the blue arrow on the left to see the full **Status Description**.

Issue Date/Time	Agency	Transaction Type
▶ 19/06/2017 11:05:29	NZCS	Clearance / Acceptance Instructions
Agency Clearance Status		
Status Date/Time	Status Description	Release Date/Time
19/06/2017 11:05:29	Entry Cleared, cash to pay prior to delivery	19/06/2017 11:05:29

You can make payment via your usual method. You can print a cash statement by clicking the **Print** button in your lodgement and selecting **Cash Payment**. If you pay by cheque – please print and attach the cash statement. If paying online quote the entry number so Customs can identify your payment.

If a Nil Return is required submit an Excise Declaration with 0s in the quantity and click Calculate.

SUBMITTING SUBSEQUENT DECLARATIONS

You can reduce the amount of data input by using a lodgement you have previously submitted. To do this:

- 1 Click **My Lodgements** on the navigation bar on the left.
- 2 Under Submitted Lodgements find the lodgement you want to use, click on the hamburger  icon to the right, then click Duplicate.
! Note: make sure you choose a lodgement that has been processed.
- 3 A new lodgement will open with all fields populated except for the Sender's Reference Number. Enter this, check all the **Declaration** fields, edit where required (e.g. Excise Period), click **Calculate** (except for LaL*) then click **Continue**.
*For LaL manually calculate: Total litreage x Alcohol % = Statistical Quantity Figure
- 4 To edit an existing Detail Line click on the pencil  icon to the right.
Check each **Detail Line** page and amend required fields that require amending, in particular Goods Description and Quantity fields.
- 5 Enter your **PIN** and click **Submit**

PRINTING CASH STATEMENTS

You can print a cash statement for a lodgement that has been submitted – the status will say Processing. To do this:

- 1 Click **My Lodgements** in the navigation bar on the left.
- 2 Under Submitted Lodgements find the lodgement you want to access and open it by clicking on the Sender's Reference Number on the left hand side.
- 3 Click on the Print word at the top right of the page.
- 4 Select the option you wish to print, e.g. Cash Statement. (When making payment to Customs use the declaration (entry) number noted on the cash statement as your payment reference.)
Note: you may need to allow pop ups in your internet browser for the TSW website to view the print options.